

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of the Director

TO: Chief Executive Officers **DATE:** June 13, 2001
State Departments and Agencies

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: **UNCOLLECTIBLE ACCOUNTS AS OF JUNE 30, 2001**

Please forward a list of uncollectible accounts and the detail of in-house collection procedures ***on or before April 13, 2001*** to the Office of Accounts and Control, One Capitol Hill, Providence, RI 02908-5883. Standardized Form AR-1 is to be used to report uncollectible accounts (form enclosed).

A new form has been added to the report: Form AR-1c, entitled "Summary Aging of Accounts Receivable". You should complete and return this form with the others when requesting a write-off of accounts receivable. You should include those accounts that you are requesting to be written off in the aging. (You can pick a cut-off date to present this information.)

If you have no uncollectible amounts, please reply as such.

/hh
Enclosures
CEO:01-03